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Chief, Support Staff, WE Division

4 March 1958

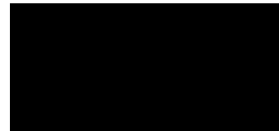
Management Staff, DD/P Area

WE/SS Survey - Interim Report on B & F Section Procedures

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1. The procedures of the B & F Section appear to conform with standard practices but exceed minimum Agency accounting requirements. In view of the latitude allowed for independent decision by the divisions, criticism for exceeding minimum requirements is not intended. However, with the limitations now placed on ceiling positions, it is suggested that the Division reevaluate the need to go beyond the minimum requirement; i.e., make use of the optional procedure for posting disbursements to allotment control records, as provided in Para. 9 of [REDACTED]. It is my understanding that this option is being continued in the revision of the procedure now being developed.

2. A suggested revision in the procedures for posting expenditures for equipment and supplies has been made and is now being considered by the Section Chief. This change would save an estimated six to eight hours weekly and would be accomplished by posting only completed requisitions, instead of each action as it occurs.



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